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9 July 1959

MEMORANDUM FOR THE RECORD

Subject: Shelf File Installation [REDACTED]

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1. On 7 July, the DD/S expressed to me at the periodic Management Staff Briefing session in his office, his desire for more Shelf File Installations [REDACTED]

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2. Col. White also expressed his disappointment that the installation [REDACTED] had not been completed. I explained to him that this was due to difficulty in getting funds for the purchase of the equipment. He suggested that perhaps that we had talked to the wrong people and that I should proceed forthwith with making renewed efforts to extend the Shelf File Installation [REDACTED] [REDACTED] where applicable.

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3. On 9 July, [REDACTED] agreed with me on the following schedule for Shelf File Installations:

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4. The managers [REDACTED] will be in Washington for a Meeting in October. The subject of Shelf Filing will be discussed with them at that time to see how many other offices can use it to advantage.

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5. On 9 July, I discussed the financing of the Shelf File projects with [redacted] the Budget Office. He, in turn, had [redacted] contact me and arrangements will be made to establish a fund [redacted] to finance these projects. [redacted] will let me know as soon as these arrangement are completed. In the meantime, we will explore installations by reviewing floor plans which the Office of Security has in their files for the [redacted] Offices.

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